



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
EIGHTH ARMY WIGHTMAN NCO ACADEMY
CAMP JACKSON, KOREA
UNIT #15351
APO AP 96258-5351

EAHC-NCOA

31 May 2013

MEMORANDUM FOR ALL WIGHTMAN NCO ACADEMY ASSIGNED SOLDIERS

SUBJECT: Commandant's Policy #20, Urinalysis Collection

1. References:

- a. AR 600-85, Army Substance Abuse (ASAP), 1 October 2001
- b. Commanders Guide and Unit Prevention Leader (UPL) Urinalysis Collection Handbook, ACSAP, 5 August 2003
- c. 2nd Infantry Division Unit Prevention Leader's Handbook, 4 March 2002

2. Purpose: Outline the substance abuse program for the Wightman NCO Academy. Drug and alcohol abuse are not compatible with military service and every effort should be made to eliminate the abuse of alcohol and other drugs within this command through education, prevention efforts, and drug detection (unit urinalysis). This SOP and the references listed above will be used when conducting all urinalysis collections, drug and alcohol training, and prevention programs.

3. Applicability: All assigned personnel.

4. Drug Use/Abuse:

- a. Using a controlled drug without prescription, or using the prescription of someone else, is drug abuse and is against the law. Using your own prescription, but not IAW the prescription, is drug abuse.
- b. Abusers will be subject to punishment under the provisions of the UCMJ and will also be subject to administrative action IAW existing regulations.
- c. Urinalysis testing is an accurate identifier of offenders and serves as an effective deterrent against experimentation. Toward the goal of eliminating drug use and abuse, the Commandant will administer a 100% urinalysis not less than once a year. In addition, not less than 4% of the Academy will be randomly selected for a urinalysis every month, and all new arrivals will be tested within one month of arrival.

5. Responsibilities:

a. Commandant will:

(1) Appoint a Primary Unit Prevention Leader (UPL) and a minimum of one alternate UPL with an appointment memorandum.

(2) Ensure that the policies and procedures contained in the references cited above are followed by the UPLs.

(3) Select observers for all urinalysis collections (see observer minimum requirements in Commanders Guide and UPL Handbook).

(4) Select an NCO to be in charge of the holding area during collection procedures.

(5) Report positive drug results for all drugs that have no legitimate medical use as specified by USAMEDCOM to the CID. Currently those drugs are: marijuana, cocaine, LSD, PCP, MDMA (ecstasy), MDEA, MDA, and heroin. The report of positives should be accomplished within 48 hours following notification from the 2nd Infantry Division Center for Substance Abuse Prevention (CSAP) Installation Biochemical Test Coordinator (IBTC).

(6) Schedule Medical Review Officer (MRO) appointments for Soldiers positive for drugs which have a possible legitimate medical use. Currently those drugs are: codeine, morphine, amphetamines, methamphetamines, steroids (from a special test request) and any barbiturate. Appointments should be scheduled for the earliest possible date following notification from the 2ID Installation Biochemical Test Coordinator (IBTC). If the MRO review indicates non-legal use, report the positive result to CID within 48 hours of the MRO notification.

(7) Refer Soldiers that have positive specimens, excluding those determined to be legitimate use by the MRO, to the Substance Abuse Rehabilitative Service (SARS), located at Camp Stanley by completion of a CSAP Military Client Referral and Screening Record. The completed and signed form will be hand carried to the SARS.

(8) Ensure each month, as a minimum, 4-5% of the unit's Soldiers provide a urine specimen under testing code IR. In addition, will ensure that all Soldiers provide at least one specimen annually.

(9) Ensure all Soldiers receive a minimum of 4 hours of alcohol and other drug awareness training per year.

(10) Ensure all newly assigned Soldiers are briefed on ASAP policies and services.

(11) Ensure the First Sergeant establishes a working relationship with the non-clinical ASAP staff, to include the UPL, to support prevention efforts within the unit and on the installation.

b. Primary and Alternate UPLs will:

- (1) Successfully complete the 2ID or Area II ACSAP UPL Certification Training Program.
 - (2) Conduct unannounced unit urinalysis, as directed by the Commandant, or the designated representative.
 - (3) Coordinate the required unit drug and alcohol education classes.
 - (4) Ensure that the Commandant's selection procedure for IR testing is truly random and unpredictable.
 - (5) Once a month, one UPL will report to the 2ID Installation Biochemical Test Coordinator Office (IBTCO) to:
 - (a) Pick up the unit's distribution.
 - (b) Speak with the Installation Biochemical Test Coordinator (IBTC) about any updates in the urinalysis program, schedule future urinalysis, and/or pick up supplies.
 - (c) Speak with the Prevention Coordinator (PC) and/or Alcohol and Drug Control Officer (ADCO) about future prevention efforts, marketing campaigns or training that can be utilized at the unit and/or supported by the Commandant.
 - (6) Maintain an Alcohol and Drug Abuse bulletin board that contains information received from the ASAP on current drug trends, marketing, or prevention materials.
 - (7) Maintain the unit's urinalysis functional files IAW with the MARKS regulation.
 - (8) Train and supervise urinalysis observers.
 - (9) Ensure that the unit's SARS patients are tested under code RO a minimum of once each month. The substitution of RO for IR, IU, CO, or PO testing or vice versa is not permitted.
- c. Observers will follow the procedures provided in the above references.

6. Urinalysis Testing:

- a. Authority to Order or Cancel a Urinalysis. As the Commandant, I am the only person authorized to order or cancel a urinalysis. In my absence, I may delegate this authority to the 1SG in writing.
- b. There are three primary urinalysis test types.

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(1) Random Tests. The Commandant may direct Soldiers selected at random to submit to a urinalysis. Additionally, the Commandant may direct a test of the entire unit. Soldiers selected and tested as part of a 100% or a monthly 4-5% random testing will have a test basis of IU or IR respectively. Soldiers selected but unavailable for testing because of leave, school, TDY etc. will be tested on the first available test after their return to duty; these Soldiers will be tested under the test basis of IO.

(2) Individual Tests. The Commandant may direct an individual Soldier to submit to a urinalysis under the following circumstances.

(a) Probable Cause. If a member of a Soldier's chain of command suspects or has proof that a Soldier is abusing drugs, he may request that I order a urinalysis specimen be collected from that Soldier. After consideration about whether probable cause has been established, I, in consultation with SAJ, will make the decision to approve/disapprove the request for urinalysis (Test basis: PO).

(b) Competence/Fitness for Duty also referred to as Command Direct. This test will be ordered on a Soldier when I do not have probable cause, but I believe that there is something causing the Soldier to have a bizarre or unusual behavior, and I feel that he/she could be safety hazard to themselves or others. This test falls under the Limited Use Policy and cannot be used for characterization of service or in courts martial (Test basis: CO).

(c) Rehabilitation Tests (Coded: RO): Soldiers who are enrolled at the Camp Stanley SARS will be tested a minimum of once a month at the SARS while they are enrolled in the program.

(d) Inspection Other. As the Commandant I can set policies that dictate certain circumstances when someone will be tested. Personnel who fall into one of the categories below will be tested regardless of rank or position (Test Basis: IO). As part of the unit in-processing procedure, all newly assigned Soldiers will be required to provide a urinalysis specimen. The specimen will be obtained within the first month of their assignment to the unit (Test basis: IO). All Soldiers who return to the unit from an AWOL status will be required to provide a specimen within three duty days of their return (Coded: IO).

c. Selection of the Day of the Test. The Commandant, or his/her designated representative, will select the day of the test. To lessen predictability, every effort will be made to ensure that the date selected does not favor any particular day of the week. Nor should it favor a week of the month, or a month of the quarter (as in 100% testing).

d. Random Selection Methods for Testing, Coded: IR. Following are the primary and alternate methods of randomly selecting personnel who will be tested on the weekly 4-5% test.

(1) The UPL will use the DTP software as the primary means of selecting personnel to be tested. The DoD Drug Testing Program will select personnel to be tested based upon the percentage or number of personnel requested. The program will then print the DD Forms 2624, unit ledger and bottle labels. The UPL will select personnel using the "number of personnel" selection method. The number of personnel selected will be based on 4-5% of the assigned strength.

(2) Alternate selection method, to be used when the DTP software is unavailable or the computer system is down: Soldiers will be selected for testing by drawing their names from a container.

(a) All assigned Soldiers' names will be printed on pieces of paper. The papers will be folded and placed in a container, and 4-5% of the names will be drawn from the container one at a time. A UPL and either the 1SG or the Commandant will perform this procedure. The names drawn from the container will be the Soldiers that are selected for the test.

(b) Only "present for duty" Soldiers will be required to test on the actual urinalysis test day, all others selected personnel will test on the next test day.

e. Failure to Produce a Complete Specimen. The following procedures will be followed for Soldiers who fail to produce a complete specimen on their first or subsequent attempts (this include providing no urine at all).

(1) Each Soldier will be directed to the Holding Area until able to produce a complete specimen. They will be kept under the supervision of an NCO who has been stationed in the Holding Area for that purpose.

(2) They will be directed to drink a minimum of eight ounces of water every 30 minutes not to exceed 40 ounces.

(3) When Soldiers feel able to provide a complete specimen, they will return to their original urinalysis station.

f. Questionable Specimens. Following are the actions to be taken, if the observer or the UPL suspects a "questionable specimen". A questionable specimen is one that is suspected of being adulterated or substituted.

(1) The UPL will immediately contact the Commandant or First Sergeant to explain the circumstances that caused the specimen to be questioned. The UPL will request permission from the Commandant to obtain a second specimen from the Soldier as PO.

(2) If permission is not granted to collect a second specimen, a brief explanation and the name of the person consulted will be placed in the "Remarks" column of the Urinalysis Ledger.

(3) If the Commandant orders a second specimen, the UPL will do the following:

(a) The number "1" should be placed in the center of the first specimen's bottle label. The number "1" should also be placed in item 7 of the DD Form 2624 next to the donor's service number.

(b) The test basis code of the specimen (item 9 of the DD Form 2624) should remain IR or the code that was originally requested.

(c) In the "Remarks" column of the Ledger, the UPL should briefly explain the circumstances that caused the specimen to be questioned and should include the name of the person who ordered the collection of the second specimen.

(d) The second specimen should be obtained before station closure.

(e) The number "2" should be placed in the center of the specimen's bottle label. The number "2" should also be placed in item 7 of the DD Form 2624 next to the donor's service number. The Second specimen should be placed on a separate DD Form 2624.

(f) The test basis code of the specimen should be a code that reflects its probable cause status (PO).

(4) The first specimen, and any additional specimens, will be released to the IBTC under normal chain of custody procedures.

g. Failure to Appear for Testing. The Commandant will be notified by the UPL of the name of any Soldier who fails to appear for testing. Failure to test is disobedience of a lawful order.

h. Closure of the Urinalysis Station.

(1) The Commandant or his designated representative, are the only personnel who have the authority to close a urinalysis station. Closure will be accomplished based upon the following.

(a) Successful testing of all Soldiers required to test.

(b) Duty status of the Soldiers remaining to be tested. Example: Because of a mission, a Soldier is not expected to return to the site of the urinalysis within a reasonable time frame.

(2) If there are Soldiers remaining to be tested, and the UPL is directed to close, the UPL will ensure that the person ordering closure is given the names of the untested Soldiers. The UPL will obtain permission from the Commandant or his designated representative to obtain a specimen from these Soldiers at a later date. The date of the recollection will be unknown to the selected Soldiers.

i. Disinfecting and Sanitation Instructions

(1) Disinfectants:

(a) Any household liquid or spray disinfectant (e.g., Lysol) can be used. The disinfecting method will depend upon the instructions on the container's label. The disinfectant must contain a germicide.

(b) A mixture of 10% bleach and 90% water, which is prepared the same day of use, is an effective disinfectant. Gloves must be worn when applying the mixture. After application, it should be allowed to air-dry. (Do Not get the mixture on clothing, and immediately wash it off bare skin.)

(2) Sanitation:

(a) Urine spills must be wiped up by placing paper toweling over the site of the spill. Spray a liberal amount of the disinfectant over the paper toweling and allow it to sit for approximately five minutes. Place the used paper toweling in a plastic bag-lined trash container.

(b) After closure of the urinalysis station, the UPL must disinfect the table and all reusable objects touched during the collection procedure. Following disposal of all used gloves and disinfecting materials in the trash container, the UPL should remove the plastic bag from the trash container, tie the top closed, and put it in a dumpster.

j. Temporary Storage Area. All specimens will be delivered to the IBTC as soon as possible. If specimens must be placed into temporary storage, then the storage requirements listed in the installation SOP will be followed. Specimens will be stored in the safe located in the Chief of Training's office.

7. Unit Prevention Plan:

a. Training.

(1) The Primary UPL in coordination with the Commandant and the First Sergeant will ensure that a minimum of 4 hours of substance abuse awareness training is scheduled quarterly and delivered to all Soldiers. The UPL will discuss training subjects with the Commandant and the ASAP prior to training dates.

(2) The UPL will assist the Commandant in briefing each newly assigned Soldier on the Unit Substance Abuse Program. The briefing should include the Commandant's policies on testing and prevention efforts. The newly assigned Soldier should be afforded the opportunity to read this SOP, and any other SOPs or policy letters related to the ASAP.

(3) Additional training may be required as deemed by the Commandant to select groups. This training may be based on unit specific needs, or trends in drug and/or alcohol abuse. Examples may include observer training or how to handle a urinalysis positive briefing at NCOPD or information briefing on Club drugs and Raves to all Soldiers under age 28.

b. De-glamorization of Alcohol. Unit activities will NOT center around the use of alcohol. Alcohol free activities such as non-alcohol Super Bowl parties will be encouraged. If alcohol is authorized at a unit activity, then the following must be provided:

(1) Various Non-alcoholic beverages for non-drinkers.

(2) Designated drivers to ensure all personnel get home safely.

(3) Designated senior leadership to monitor the consumption/condition of personnel who are consuming alcohol.

c. Prevention efforts.

(1) The UPL will maintain a unit substance abuse bulletin board in a common area within the unit. At a minimum the bulletin board will contain:

(a) A copy of this SOP

(b) Copies of DA, MACOM, installation, and unit policy letters pertaining to the ASAP

(c) Social Marketing Posters – provided by the ASAP or downloaded from www.acsap.org.

(d) Pamphlets and/or information papers on drugs and alcohol

(e) Current prevention campaigns and alcohol/drug free activities

(f) Information of limited use and how to self refer to ASAP with POCs and phone numbers.

(2) The UPL will ensure that the command is notified of upcoming prevention campaigns. This unit will support the ASAP campaigns with personnel and resources if mission permits.

(3) The Commandant, First Sergeant, Academy Chiefs, or UPL will give drug and alcohol information in safety briefings prior to long weekends.

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(4) The Commandant and UPL will stay abreast of drug and alcohol trends within the community and the unit via the non-clinical ASAP and unit drug testing statistics. The Commandant will take appropriate actions to address potential problems within the command to include potential problems associated with deployment areas.



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